

CITY ATTORNEY



MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City; and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation, and Prosecution with ten support attorneys, one paralegal, one administrator, and six support staff members.

OBJECTIVES

- Operate a highly ethical, efficient, and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

CHANGES FROM PRIOR YEAR

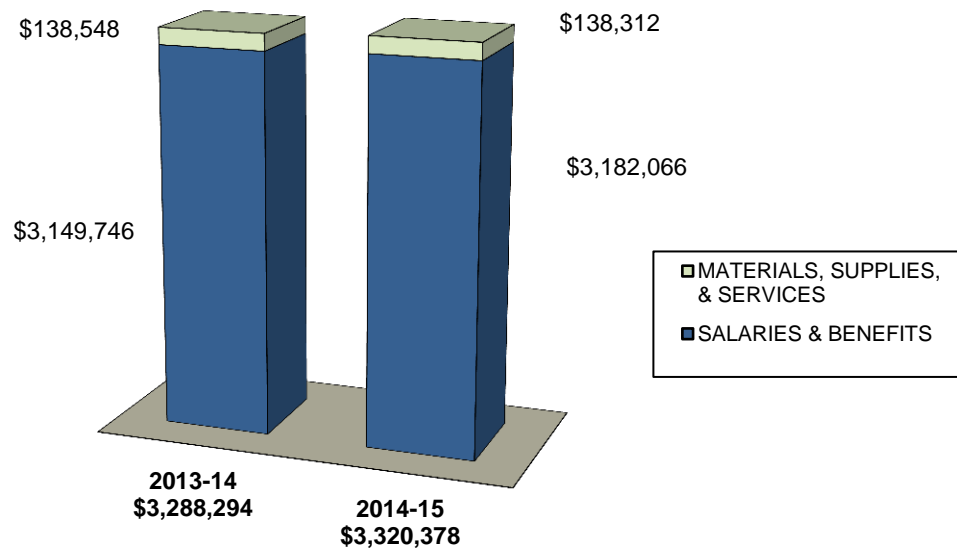
There are very minor changes to the City Attorney's Office budget this year. Funds were moved between accounts to support specific anticipated cost increases; however, no changes were made to the overall materials, supplies and services budget. A full-time Senior Assistant City Attorney position that was temporarily downgraded to a Deputy City Attorney for budget savings is now under the Senior Assistant City Attorney title again.

DEPARTMENT SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	20.000	19.000	19.000	
Salaries & Benefits	\$ 3,089,146	\$ 3,149,746	\$ 3,182,066	\$ 32,320
Materials, Supplies, Services	183,622	138,548	138,312	(236)
TOTAL	\$ 3,272,768	\$ 3,288,294	\$ 3,320,378	\$ 32,084



DEPARTMENT SUMMARY



2013-14 WORK PROGRAM HIGHLIGHTS

- Developed and implemented a Theft Outreach Program and Office Hearing Program within the Prosecution Division.
- Provided City website updates on Police litigation costs in August 2013, October 2013, January 2014 and April 2014.
- Provided citywide Brown Act, Harassment Prevention Supervisor, Mandatory Reporting (Suspected Child Abuse) and New Supervisor Trainings in 2013.
- Participated in the Airport Land Use Working Group to fulfill the requirements of the City's and Airport Authority's Development Agreement.
- Completed key components of the Critical Strategies section of the Police Strategic Plan as identified by the Police Commission. City Attorney's Office staff will continue to provide assistance in completing the remaining components.

2014-15 WORK PROGRAM GOALS

- Continue to consult with City departments and make recommendations for liability prevention based on claims received by the City Attorney's Office.
- Provide police litigation cost updates on the City's website. Frequency will be increased to a monthly basis and will be provided in a new format displaying totals.
- Provide police litigation case summary updates on the City's website on a quarterly basis.
- Continue to add legal support to the processing of the airport's application for terminal replacement and the development of the airport's opportunity site, culminating in a Measure B vote.
- Promote a well-informed workforce by providing Ethics, Brown Act, Police Internal, Harassment Prevention, Mandatory Reporting, New Supervisor and Construction Project Management Trainings.

Departmental Services and Administration Division

001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal opinions addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as the unwinding of Redevelopment, land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles the administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		9.850	9.100	9.100	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,373,827	\$ 1,237,561	\$ 1,262,984	\$ 25,423
60012	Fringe Benefits	220,495	181,716	190,181	8,465
60012.1008	Fringe Benefits - Retiree Benefits		4,404	4,550	146
60012.1509	Fringe Benefits - Pension	251,663	254,157	241,344	(12,813)
60012.1528	Fringe Benefits - Workers Comp	28,557	44,279	14,729	(29,550)
60022	Car Allowance	4,320	4,488	4,488	
60031	Payroll Adjustment	4,043			
		1,882,905	1,726,605	1,718,276	\$ (8,329)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62300	Special Departmental Supplies	\$ 102	\$ 109	\$ 109	
62310	Office Supplies	10,217	7,987	7,807	(180)
62425	Library Resource Materials	44,101	38,047	38,047	
62440	Office Equip Maint & Repairs	266	370	550	180
62455	Equipment Rentals	9,238	9,270	9,270	
62700	Memberships & Dues	5,186	6,500	6,500	
62710	Travel	672	1,655	1,655	
62755	Training	14,089	15,100	15,100	
62895	Miscellaneous	4,456	1,280	1,280	
NON-DISCRETIONARY					
62220	Insurance	29,863	12,998	13,234	236
62485	F535 Comm Equip Rental	12,408	12,408	10,967	(1,441)
62496	F537 Computer Equip Rental	12,874	13,679	13,712	33
		143,472	119,403	118,231	(1,172)
PROGRAM TOTAL		\$ 2,026,377	\$ 1,846,008	\$ 1,836,507	\$ (9,501)

Litigation Division

001.CA02A



The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil right or employment cases, as well as litigation concerning issues unique to public agencies. This Division also monitors outside counsel and interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		6.250	4.800	4.800	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 486,782	\$ 509,954	\$ 521,672	\$ 11,718
60012	Fringe Benefits	76,414	84,349	88,612	4,263
60012.1008	Fringe Benefits - Retiree Benefits		2,323	2,400	77
60012.1509	Fringe Benefits - Pension	96,159	105,276	99,058	(6,218)
60012.1528	Fringe Benefits - Workers Comp	15,506	20,367	7,993	(12,374)
60022	Car Allowance	480			
60031	Payroll Adjustment	13,566			
		688,907	722,269	719,735	(2,534)
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62140	Special Services	\$ 5,400	\$ 2,950	\$ 3,051	101
62170.1001	Private Cont Svcs - Temp Staff	14,759			
62895	Miscellaneous	30			
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	5,806	4,097	4,142	45
		25,995	7,047	7,193	146
PROGRAM TOTAL		\$ 714,902	\$ 729,316	\$ 726,928	\$ (2,388)

Prosecution Division

001.CA03A



This Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file on average of over 4,500 cases each year. Prosecution staff are also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments. Since inception of the program in 1998, over one million dollars in restitution has been collected.

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2012-13	FY 2013-14	FY 2014-15	PRIOR YEAR
STAFF YEARS		3.900	5.100	5.100	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 365,549	\$ 490,225	\$ 538,736	\$ 48,511
60012	Fringe Benefits	61,047	87,156	93,135	5,979
60012.1008	Fringe Benefits - Retiree Benefits		2,468	2,550	82
60012.1509	Fringe Benefits - Pension	71,952	101,304	101,591	287
60012.1528	Fringe Benefits - Workers Comp	9,407	19,719	8,043	(11,676)
60031	Payroll Adjustment	9,379			
		517,334	700,872	744,055	43,183
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62060	Prosecution Assistance	\$ 3,757	\$ 5,001	\$ 4,800	\$ (201)
62140	Special Services	6,590	3,550	3,650	100
NON-DISCRETIONARY					
62496	F537 Computer Equip Rental	3,808	3,547	4,438	891
		14,155	12,098	12,888	790
PROGRAM TOTAL		\$ 531,489	\$ 712,970	\$ 756,943	\$ 43,973

CITY ATTORNEY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY 2012-13	STAFF YEARS FY 2013-14	STAFF YEARS FY 2014-15	CHANGE FROM PRIOR YEAR
City Attorney	1.000	1.000	1.000	
Deputy City Attorney	2.000	2.000	1.000	(1.000)
Law Officer Administrator	1.000	1.000	1.000	
Legal Secretarial Clerk	3.000	3.000	3.000	
Legal Secretary	3.000	3.000	3.000	
Litigation Paralegal	1.000	1.000	1.000	
Senior Assistant City Attorney	9.000	8.000	9.000	1.000
TOTAL STAFF YEARS	20.000	19.000	19.000	